

<p align="center"><b>CM/ECF</b></p> <p align="center"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.4.11</p> <p align="center">Plans (all chapters), and Disclosure Statement in Chapter 11</p>

#### IV. File Plan (all chapters).

This same procedure applies to filing a Disclosure Statement in a Chapter 11 case.

STEP 1 Select **Bankruptcy** from the main menu.

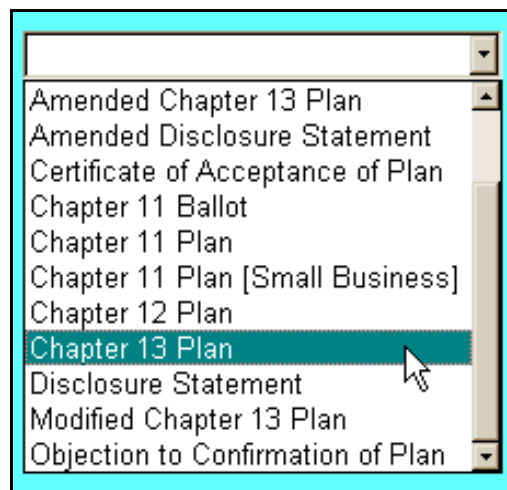
STEP 2 The **Bankruptcy Events** screen will display. Click **Plan**.

STEP 3 The **Case Number** screen will display.

**Enter the complete case number.** This field will default to the last case number entered by the registered user. Examples of the case number format are provided by the system. Click **Next**.

STEP 4 **Verify the identity of the case.** If the case number is incorrect, use the browser's back button to return to the prior screen. Click **Next**

STEP 5 The **Select the type of Plan** screen will display. Select the type of plan being filed. Use the drop down list to highlight and select the plan or click on the "c" (for "Chapter xx") key repeatedly until the selection appears. Click **Next**.



◆ **Note:** This category contains Plans for all chapters, as well as the Chapter 11 **Disclosure Statement**.

<p align="center"><b>CM/ECF</b></p> <p align="center"><b>External User's Guide</b></p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p align="center">Chapter II</p> <p align="center">Case Opening</p>
	<p align="center">Section 1.4.11</p> <p align="center">Plans (all chapters), and Disclosure Statement in Chapter 11</p>

**STEP 6** The **Select Party** screen will display. Select the debtor(s) filing the Plan. To select more than one, hold down the shift key AND mouse-click together to highlight both parties. Click **Next**.

**STEP 7** The **PDF Document Selection** screen will display.

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. Click **Next**.

**NOTE:** If your PDF document exceeds 3.0 mega bytes it must be broken down into smaller files. Refer to Chapter I, Section 7 “*Attachments to Documents*” for instructions on how to file attachments.

<b>CM/ECF</b>  <b>External User's Guide</b>  U.S. Bankruptcy Court, Southern District of Florida	Chapter II  Case Opening
	Section 1.4.11 Plans (all chapters), and Disclosure Statement in Chapter 11

**CRITICAL ISSUE - The image MUST be viewed before attaching it to ensure that it is the correct document.**

**STEP 8** The **Docket Text: Modify As Appropriate** screen will display. **Do not modify this text.** Click **Next**.

Docket Text: Modify as Appropriate.	
Chapter 13 Plan	Filed by Debtor Bobby Jones , Joint Debtor Debbie Jones (Cradic, Cam)

**STEP 9** The **Docket Text: Final Text** screen will display. **This is the screen which commits the transaction.** Click **Next**.

Docket Text: Final Text
Chapter 13 Plan Filed by Debtor Bobby Jones, Joint Debtor Debbie Jones (Cradic, Cam)

**STEP 10** **Notice of Electronic Filing (frequently referred to as the NEF)** - This is the verification that the document has been filed electronically.

- ◆ The NEF will be served upon all case participants authorized to receive electronic service.
- ◆ To view the court docket and/or notice, click on the case/docket number [hypertext](#) link and the system will prompt the user for a PACER login.